

Kentucky Workforce Investment Act Customer Data Reporting Manual

<b>TERM</b>	<b>DEFINITION</b>	<b>ACT REFERENCE</b>	<b>WIASRD FIELD</b>	<b>FORM(S)</b>	<b>EKOS SCREEN</b>
<b><i>Ethnicity/Race</i></b>					
<b>Ethnicity Hispanic or Latino</b>	Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. <b>Information on ethnicity must be collected before information on race.</b>		Field 105		Customer Detail – Gen Info Tab
<b>Hispanic or Latino</b>	A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture in origin, regardless of race.		Field 105		Customer Detail – Gen Info Tab
<b>Race</b>	When self-reported information is used, customers shall be offered the option of selecting one or more racial designations. Missing race data will be accepted as long as the information is missing for only a small proportion of customers.		Narrative below 105		
<b>American Indian or Alaska Native</b>	A person having origins in any of the original People of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.		Field 106		Customer Detail – Gen Info Tab
<b>Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal Sikkim, and Philippine Islands, Thailand, and Vietnam.		Field 107		Customer Detail – Gen Info Tab
<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.		Field 108		Customer Detail – Gen Info Tab
<b>Hawaiian Native or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		Field 109		Customer Detail – Gen Info Tab
<b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		Field 110		Customer Detail – Gen Info Tab
<b><i>Eligibility Definitions</i></b>					
<b>Dislocated Worker</b>	(WIA Act Section 101(9)) The term “dislocated				

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	worker: mean an individual who:				
<i>Category I</i>	Has been terminated or laid off, or who has received a notice of termination or layoff, from employment and is eligible for or has exhausted entitlement of unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center an attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation; or	101(9)(A)(i)(ii)(I) (II)(iii)		WIA-20, Eligibility and Verification	Customer Detail – Work History Tab – Reason for Leaving
<i>Category II</i>	Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of permanent closure of, or any substantial layoff at, a plant, facility or enterprise; or is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; or	101(9)(B)(i)(ii)(ii i)		WIA-20, Eligibility and Verification	Customer Detail – Work History Tab – Reason for Leaving
<i>Category III</i>	Was self-employed (including employment as a farmer, rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or	101(9)(C)		WIA-20, Eligibility and Verification	Customer Detail – Work History Tab – Reason for Leaving
<i>Category IV</i>	DISPLACED HOMEMAKER) - Is an individual who has been providing unpaid services to family members in the home and who 1) has	101(10)(A)(B)	Field 124	WIA-20 – Eligibility and Verification	Customer Detail – Work History Tab – Reason for Leaving

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	been dependent on the income of another family member but is no longer supported by that income; and 2) is underemployed and is experiencing difficulty in obtaining or upgrading employment.				
<b>Family</b>	<p>Family means two or more person related by blood, marriage, or decree of court, which are living in a single residence, and are included in one or more of the following categories.</p> <p>A. <u>A husband, wife, and dependent children</u></p> <p>B. <u>A parent or guardian and dependent children</u></p> <p>C. <u>A husband and wife</u></p>	<u>101</u> <u>(15)(A)(B)(C)</u>			Comprehensive Assessment (Comp Assess) – Family Tab – Family Status
<b>Homeless Individual or Runaway Youth</b>	<p><u>An individual who lacks a fixed, regular, adequate night time residence; and any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. This also includes runaway youth. NOTE: Does not include a person imprisoned or detained under an Act of Congress or State Law.</u></p>		Field 126	WIA-20, Eligibility and Verification	Comprehensive Assessment (Comp Assess) – Housing Tab – Current Housing
<b>Individual with a Disability</b>	<p><u>An individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such an impairment, or is regarded as having such</u></p>	<u>101(17)</u>	Field 104	WIA-20, Eligibility and Verification	Customer Detail – Add'l Info Tab

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	<p>an impairment or the individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment.</p> <p>The term “individual with disability” means an individual with any disability as defined in Section 8 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).</p>				
<b>Lower Living Standard Income Level (LLSIL)</b>	<p>The term means that income levels (adjusted for regional, metropolitan, urban, and rural difference and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary of Labor.</p>	101(24)	Field 119	WIA-20, Eligibility and Verification	Customer Detail – Add'l Info Tab
<b>Low Income Individual</b>	<p>A registrant in one of more of the following categories:</p> <p>A) <u>Receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program;</u></p> <p>B) <u>Received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved, (exclusive of unemployment compensation, child support payments, payments described in subparagraph (a) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to the family size does not exceed the higher of: (1) the poverty line, for an equivalent period; or (2) 70</u></p>	<p>101(24)</p> <p>101(25) (A-F)</p>	Field 119	<p>WIA-20, Eligibility and Verification</p> <p>WIA-20, Eligibility and Verification</p>	<p>Customer Detail – Add'l Info Tab under the Program/Public Assistance Button</p> <p>Customer Detail – Add'l Info Tab</p>

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	<p><u>percent of the lower living standard income level, for an equivalent period;</u></p> <p>C) <u>Is a member of a household that receives (or has been determined within the 6-months period prior to registration for the program involved to be eligible to receive) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2001 et seq.);</u></p> <p>D) <u>Qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Steward B. McKinney Homeless Assistance Act (42. U.S.C. 11302) or;</u></p> <p>E) <u>Is a foster child on behalf of whom State or local government payments are made.</u></p> <p><u>NOTE: An individual may be eligible for priority as a low-income adult if the family of the individual with a disability does not meet the income eligibility criteria; or may be considered a low-income individual if the individuals' own income 1) meets the income criteria established in Section 101(25)(A) or 2) but is a member of a family whose income does not meet those requirements. (101(25)(F).)</u></p>			<p>WIA-20, Eligibility and Verification</p> <p>WIA-20, Eligibility and Verification</p> <p>WIA-20, Eligibility and Verification</p>	<p>Customer Detail – Add'l Info Tab under the Program/Public Assistance Button</p> <p>Comprehensive Assessment (Comp Assess) – Housing Tab – Current Housing</p> <p>Comprehensive Assessment (Comp Assess) – Housing Tab – Current Housing</p>
<b>Temporary Assistance to Needy Families (TANF)</b>	<u>A block grant established in 42 U.S.C. 601-619 which meets the objective to provide time-limited assistance to needy families with children so that the children can be cared for in their own homes or in homes of relatives; end dependence of needy parents on government benefits by</u>		Field 120	WIA-20, Eligibility and Verification	Customer Detail – Add'l Info Tab – Programs/Public Assistance Button

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	<u>promoting job preparation, work, and marriage; prevent and reduce out-of-wedlock pregnancies; and encourage the formation and maintenance of two-parent families.</u>				
<b>General Assistance (GA)</b>	<u>NOT USED IN KENTUCKY</u>		Field 121	WIA-20, Eligibility and Verification	Customer Detail – Add'l Info Tab – Programs/Public Assistance Button
<b>Supplemental Security Income (SSI)</b>	<u>A program established in 42 U.S.C. 1382 for an individual age 65 or over, blind or with a disability that meets income and resource requirements</u>		Field 121	WIA-20, Eligibility and Verification	Customer Detail – Add'l Info Tab – Programs/Public Assistance Button
<b>Offender</b>	<u>Any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</u>	<u>101(27)</u>		WIA-20, Eligibility and Verification	Comprehensive Assessment (Comp Assess) – Legal Tab
<b>Pregnant or Parenting Youth</b>	<u>An individual who is under 22 years of age and who is pregnant, or youth (male or female) who is providing custodial care for one or more dependents under age 18.</u>		Field 128	WIA-20, Eligibility and Verification	Comprehensive Assessment (Comp Assess) – Family Tab
<b>Youth Who Needs Additional Assistance</b>	<u>A youth, age 14 – 21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy (must be in State plan).</u>		Field 129	WIA-20, Eligibility and Verification	Comprehensive Assessment (Comp Assess) – Employment Tab
<b>VETERAN DEFINITIONS</b>					
<b>Veteran</b>	<u>The term “veteran” means an individual who served in the active military, naval, or air service, and who was discharged or released from such service under condition other than dishonorable.</u>	<u>101(49) (A)</u>			<b>NOTE:</b> EKOS calculates this information from the data entered in the Customer Detail – Add'l Info Tab
<b>Veteran Status</b>	<b><u>Less than or greater than 180 days – If the</u></b>		Field 111		<b>NOTE:</b> EKOS

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	individual is a person who served in the active U.S. military, naval, or air service for a period less than or greater than 180 days, and who was discharged or released from such a service under conditions other than dishonorable.				calculates this information from the data entered in the Customer Detail – Add'l Info Tab.
<b>Campaign Veteran</b>	The individual is a veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM).		Field 112		Customer Detail – Add'l Info Tab.
<b>Vietnam-Era Veteran</b>	An individual who served in the active U.S. military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning on February 28, 1961 and ending May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and period beginning on August 5, 1964 and ending on May 7, 1975, in all other cases.)		Field 112		Customer Detail – Add'l Info Tab
<b>Disabled Veteran</b>	If the individual is a veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability.		Field 113		Customer Detail – Add'l Info Tab.
<b>Special Disabled</b>	If the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability.		Field 113		Customer Detail – Add'l Info Tab
<b>Recently Separated Veteran</b>	The term "recently separated veteran" means any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.	101(49)(B)	Field 114		Customer Detail – Add'l Info Tab
<b>OTHER WIA DEFINITIONS</b>					

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<b>Basic Skills Deficiency</b>	An individual computes or solves problems, reads, writes, or speaks English at or below the 8 <sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or is unable to compute resolve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society. <b>NOTE:</b> Grade level scores below 9 <sup>th</sup> (e.g., 8.9) should be considered as at or below the 8 <sup>th</sup> grade level.		Field 131		Comprehensive Assessment (Comp Assess) – Education Tab – Math % Reading. <b>NOTE:</b> Yes, equals 9 <sup>th</sup> grade or above and No equals less than 8.9
<b>Employment Status at Registration</b>	<p><b>Employed</b> – an individual who is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for the time-off, and whether or not is seeking another job.</p> <p><b>Not Employed</b> – An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment.</p> <p><b>NOTE:</b> This information is to be collected from the registrant at the time of the WIA registration, not from wage records. Used in WIA Title IB performance measure for Adult and Older youths.</p>		Field 115		Customer Detail – Gen Info Tab – Education & Employment
<b>In School</b>	Is attending school (including elementary, intermediate, junior high, secondary or post-				Customer Detail – Gen Info Tab –



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	<u>secondary, or is between school terms and intends to return. Attending alternative school is not considered as in school.</u>				Education & Employment
<b>Out Of School</b>	<u>An out-of-school youth is an individual who a) is an eligible youth who is a school dropout; or b) is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.</u>	<u>101(33)</u>			Customer Detail – Gen Info Tab – Education & Employment
<b>Limited English Language proficiency</b>	<u>An individual who has limited ability in speaking, reading, writing or understanding the English language and a) whose native language is a language other than English or b) who lives in a family or community environment where a language other than English is the dominant language.</u>		Field 116		Comprehensive Assessment (Comp Assess) – Education Tab – Limited English
<b>Non-Traditional Employment</b>	<u>Employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data.</u>	<u>101(26)</u>	Field 607		Services – Outcomes Tab
<b>Post Secondary Education</b>	<u>Is a program at an accredited degree granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree granting institutions that do not lead to an academic degree as post secondary education.</u>		Field 623		Services – Outcomes Tab and Youth Outcomes Section
<b>School Dropout</b>	<u>A school dropout is defined as an individual who is no longer attending any schools and who has not received a secondary school diploma or it equivalent. A youth attending an alternative school is not a dropout.</u>	<u>101(39)</u>	Fields 123 & 130		Customer Detail – Gen Info – Education & Employment
<b>Single Parent</b>	<u>A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.</u>		Field 117		Comprehensive Assessment (Comp Assess) – Family Tab – Family Status
<b>Training Related</b>	<u>Employment in which the individual uses a</u>		Field 605		Services –

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<b>Employment</b>	<u>substantial portion of the skills taught in the training received by the individual.</u>				Outcomes Tab
<b>Unsubsidized Employment</b>	<u>Any employment, including self-employment, not financed by either funds provided by the WIA Act or by direct wage subsidies provided by any type of public funds. Also, include entry into the Peace Corps, VISTA and other National Service programs funded by the Federal Corporation Service Trust Act of 1993 (examples: AmericCorps and the National Civilian Community Corps program). Do not include entry into the Armed Forces or entry into qualified apprenticeship programs.</u>		Field 675		Services – Outcomes Tab – Employed in 1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> fields
<b>WIA Registration</b>	<p><u>Registration is the process for collecting information for supporting a determination of eligibility. This information may be collected through methods that include electric data transfer, personal interview, or an individual's application prior to WIA Title IB funded services. Adults and dislocated workers who receive services funded under title I other than self-service or informational activities must be registered and determined eligible. All youth participants must be registered. Thus, youth must be registered when they start to receive any youth services.</u></p> <p><u>The registration date should be the date of the first WIA title IB service (other than information or self-service activities for adults and dislocated workers. Self-service and information activities are those core services that are made available and accessible to the general public, that are designed to inform and educate individual about the labor market and their employment strengths.</u></p>		Field 302		Services – Services Tab – 1 <sup>st</sup> WIA funded service
<b>UNEMPLOYMENT</b>					

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<b>COMPENSATION PROGRAMS (UC)</b>					
<b>Eligible Claimant Referred by WPRS</b>	If the individual is an eligible UC claimant referred by the Workers Profiling and Reemployment Services (WPRS) system.		Field 118		Customer Detail – Gen Info Tab
<b>Eligible Claimant Not Referred by WPRS</b>	If the individual is an eligible UC claimant but was not referred by WPRS.		Field 118		Customer Detail – Gen Info Tab
<b>Exhaustee</b>	<p>If the individual has exhausted their UC benefits.</p> <p><b>NOTE:</b> An eligible UC claimant is an individual who has been determined to be monetarily eligible for benefits payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights. If you are unsure of the individual's status you may contact the Division for Unemployment Insurance.</p>		Field 118		Customer Detail – Gen Info Tab
<b>SERVICES - YOUTH</b>					
<b>Tutoring, study skills training</b>	<u>Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies.</u>	<u>129(2)(A)</u>	Field 340		Services – Services Tab
<b>Alternative Secondary School Services</b>	<u>Alternative Secondary School Services any preventive, developmental, corrective, supportive services or treatment provided to a student who is at risk of school failure; at risk of participation in violent behavior or juvenile crime, or has been expelled from the school district. These services can be provided at the following school settings: 1) elementary or secondary educational institution that is under the administrative control of a principal or head teacher and is not a program or part of another school; or 2) an alternative school which is a district operated and controlled facility with no</u>	<u>Department of Education definition</u>	Field 340		Services – Services Tab

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	<u>definable attendance boundaries that is designed to provide services to at-risk populations with unique needs.</u>				
<b>Summer Employment Opportunities</b>	<u>Summer Employment Opportunities that directly linked to academic and occupational learning.</u>	<u>129(2)(C)</u>	Field 342		Services – Services Tab
<b>Paid and Unpaid Work experience</b>	<u>Paid and Unpaid Work experience, including internships and job shadowing.</u>	<u>129(2)(D)</u>	Field 341		Services – Services Tab
<b>Occupational skill training</b>	<u>Occupational skill training for defined occupational skills, including training for non-traditional employment</u>	<u>129(2)(E)</u>	Field 341		Services – Services Tab
<b>Leadership development</b>	<u>Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors.</u>	<u>129(2)(F)</u>	Field 344		Services – Services Tab
<b>Mentoring</b>	<u>Adult Mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.</u>	<u>129(2)(H)</u>	Field 343		Services – Services Tab
<b>Follow-up Services</b>	<u>Follow-up Services for not less than 12 months after the completion of participants.</u>	<u>129(2)(I)</u>	Field 345		Services – Services Tab
<b>Youth Retention Information</b>	<u>Record the primary activity that the youth was in at any time during the third quarter after exit.</u>		Field 676		Services – Outcome Tab
<b>Comprehensive guidance and Counseling</b>	<u>Comprehensive guidance and Counseling, which may include drug and alcohols abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.</u>	<u>129(2)(J)</u>	Field 343		Services – Services Tab
<b>SERVICES - DISLOCATED WORKERS/ADULTS</b>					
<b>Occupational Skills Training</b>	<u>Training for defined occupational skills, including training for non-traditional employment</u>	<u>134(4)(D)(i)</u>	Field 337		Services – Services Tab

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<b>On-the-job training</b>	Training by an employer that is provided to a paid participant while engaged in productive work in a job that a) provides knowledge or skills essential to the full and adequate performance of the job; b) provides reimbursement of the employer of up to 50% of the wage rate of the participant, for extraordinary costs of providing training and additional supervision related to the training; and c) is limited in duration as appropriate to the occupation for which <sup>43</sup> the participant is being trained, prior work experience of the participant, and the service strategy of the participant, as appropriate.	<u>101(31)</u>	Field 336		Services – Services Tab
<b>Combined Workplace Training/Related</b>	Programs that combined workplace training with related instruction, which may include cooperative education programs.	<u>134(4)(D)(iii)</u>	Field 337		Services – Services Tab
<b>Private Sector</b>	Training programs operated by the private sector.	<u>134(4)(D)(iv)</u>	Field 337		Services – Services Tab
<b>Skills Upgrading &amp; Retraining</b>	A training program that will upgrade current skills of the participant or may also included retraining in a new area.	<u>134(4)(D)(v)</u>	Field 337		Services – Services Tab
<b>Entrepreneurial</b>	Classroom training designed to prepare and assist participant in starting their business and to provide them with on-going management skills necessary to operate their own business.	<u>134(4)(D)(vi)</u>	Field 337		Services – Services Tab
<b>Job Readiness</b>	Training that teaches job seekers job search skills such as preparing resumes, personal grooming, dress, sales techniques and job retention skills.	<u>134(4)(D)(vii)</u>	Field 337		Services – Services Tab
<b>Adult Education/Literacy</b>	Activities provided in combination with services described in any of clauses (i) through (viii)	<u>134(4)(D)(viii)</u>	Field 335		Services – Services Tab
<b>OTHER SERVICES</b>					
<b>Assessment/Comprehensive and Specialized Skill Level</b>	Comprehensive and specialized assessment of the skill levels and service needs of adult, dislocated workers and youth, and may include diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation	<u>134(3)C(i)(ii)(iii)(i v)</u>			Services – Services Tab or Customer Detail – Activities Button

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	to employment barriers and appropriate employment goals; development of an individual employment plan; group and individual counseling and care planning.				
<b>Case Management</b>	<p>A client-centered approach in the delivery of services, designed to a) prepare and coordinate comprehensive employment plans, such as service strategies for customers to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer based technologies; and b) to provide job and career counseling during program participation and after job places.</p> <p><b>NOTE:</b> A customer <b>may only</b> be in case management for 90 days after all other WIA services have been completed. They <b>must be</b> enrolled into other WIA services before the 90 days or terminate from WIA using the last date of completed WIA Services.</p>	101(5)			Services – Services Tab or Customer Detail – Activities Button
<b>Work Experience</b>	Adults/Dislocated Workers – a planned structured learning experience that takes place in a workplace for a limited period of time. It may be paid or unpaid. The workplace may be in the private for profit sector, the non-profit sector, or the public sectors.				Services – Services Tab
<b>Follow-up Services</b>	Adults/Dislocated workers – Follow-up services must be made available, for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment.	134(d)(3)(c)			Services – Services Tab or Customer Detail – Activities Button
<b>Short-term Pre-Vocational Skills</b>	Adults/Dislocated workers – Services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individual for unsubsidized employment or training.	134(d)(3)			Services – Services Tab
<b>Supportive Services</b>	<b>Supportive services may include services</b>	101(46) and	Field 330		Services – Services

<b>TERM</b>	<b>DEFINITION</b>	<b>ACT REFERENCE</b>	<b>WIASRD FIELD</b>	<b>FORM(S)</b>	<b>EKOS SCREEN</b>
	<p>such as transportation, child care, dependent care, housing, linkages to community services (youth), referrals to medical services,</p> <p><u>assistance with uniforms, appropriate work attire, work-related tools, eye glasses or protective eye gear, etc., that are necessary to enable an individual to participate in activities authorized under WIA title IB. Use the appropriate supportive service being provided to the customer: childcare; dependent care; housing; transportation and other. Other should only be used for those supportive services that do not have a specific one listed.</u></p>	<u>134(e)(2)</u>			Tab
<b>Needs Related</b>	<u>Adults/Dislocated workers - Payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for unemployment compensation or have ceased to qualify for unemployment compensation for the purpose of enabling such individuals to participate in training services.</u>	<u>134(e)</u>	Field 331		Service – Services Tab or Customer Detail – Activities Button
<b>Job Search Assistance</b>	<u>An organized activity that provides job seekers job search skills such as preparing resumes, personal grooming, resume writing, interviewing skills, etc.</u>	<u>134(d)</u>			Services – Services Tab – or Customer Detail – Activities Button
<b>Date of First Intensive Service</b>	<u>The date the individual began receiving intensive services. Leave blank if the individual did not receive intensive services.</u>		Field 332		Service – Services Tab
<b>Date of First Training Service</b>	<u>The date the individual began receiving training services. Leave blank if individual did not receive training services.</u>		Field 333		Service – Services Tab